



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-24

10 May 2010

COMPRESSED WORK SCHEDULE

1. The following is the current guidance for Annual Leave, Sick Leave, Military Leave, Compensatory Time, Holidays, Holiday Pay, Travel Compensatory Time, and Temporary Duty (TDY) for technicians and Active Guard Reserve (AGR) members on a compressed work schedule (CWS):

a. Annual Leave:

(1) Full-time technicians earn annual leave as follows:

If the technician's creditable service is:	Each pay period the technician will earn:
Less than 3 years	4 hours
Three years but less than 15 years	6 hours
15 or more years	8 hours

(2) Annual Leave will be used as taken. For example, if you take one day off and your work day is 10 hours, you will be charged 10 hours of Annual Leave.

b. Sick Leave:

(1) Sick Leave will be accrued at 4 hours per pay period.

(2) Sick Leave will be used as taken. For example, if you take one day of sick leave and your work day is 10 hours, you will be charged 10 hours of Sick Leave.

c. Military Leave:

(1) Permanent military technicians earn 120 hours per fiscal year of Military Leave. There is no accrual adjustment based on a CWS.

(2) Military Leave will be used as taken. For example, if you are on a 10 hour schedule and are ordered to training for one day, you will be charged 10 hours of Military Leave.

d. Compensatory Time:

(1) Technicians will be granted compensatory time off from their scheduled tour of duty equal to the amount of any time they spend in irregular or overtime work.

(2) Compensatory Time is not earned while actually attending training courses, other than actual travel time.

(3) Compensatory Time will be used as taken. For example, if you take one day off work and your work day is 10 hours, you will be charged 10 hours of Compensatory Time.

e. **Travel Compensatory Time:** Compensatory Time for travel is earned by technicians for time spent in a travel status away from their official duty station when such time is not otherwise compensable.

f. **Holidays:** Full-time technicians and AGR members serving on CWS are entitled to an "in lieu of" holiday when a holiday falls on a nonworkday. For example, if technicians have a regularly scheduled day off on a designated Monday holiday, since they already have the day off, they will get the following Tuesday off as their "holiday."

If the technician's/AGR's CWS regular day off is:	The in-lieu-of holiday is:
Monday	Following Tuesday
Tuesday	Preceding Monday
Wednesday	Following Thursday
Thursday	Following Friday
Friday	Preceding Thursday

g. **Holiday Pay:** Technicians who perform work on a holiday designated by a federal statute are entitled to basic pay plus premium pay for that holiday work which is not in excess of the scheduled tour of duty. Holiday premium pay is limited to the number of hours normally scheduled for that day; work performed beyond is earned as Compensatory Time.

h. **Temporary Duty Assignment (TDY):** Supervisors will determine on a case-by-case basis whether employees remain on CWS or convert to a basic workweek while on TDY or training status. The basic premise is to ensure the appropriate number of scheduled hours is performed in the work week. For example, technicians on a CWS are attending a course that runs Monday through Friday. The course is scheduled for 8 hours daily. The technicians' duty hours would need to be adjusted to revert to the traditional 5/8 work schedule only for the period of training. In this instance, employees have met the intent of the original schedule.

i. **Physical Fitness Incentive:** A CWS does not impact the maximum number of duty hours technicians may use to participate in a individual fitness program, IAW CNG FPR 203, Physical Fitness Incentive Program.

2. All technicians must receive approval from their supervisors for any schedule changes and then coordinate with time clerks.

3. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at april.mosher@us.army.mil.



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